



Exam Announcement

## CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC CHILDREN SERVICES CONSULTANT

ANNUAL \$64,113  
SALARY: \$81,426

SALARY  
GROUP: SH 25

APPLICATION CLOSING  
DATE: SEE BELOW

EXAM  
NO: 072370CRPD

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**(REISSUED WITH DATES FOR 2013)**

**PURPOSE OF CLASS:** In the Department of Children and Families, this class is accountable for providing consultation, coordination and delivery of specialized children services program activities. In the Office of the Child Advocate, this class is responsible for assisting the Child Advocate in securing and ensuring the legal, civil and special rights of children residing in the state of Connecticut.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Eight years of experience in work having as its primary responsibility the autonomous and self directed use of case management techniques and therapeutic counseling to sustain or restore client functioning. [Note: Qualifying experience at this level shall include use of professional interviewing techniques; provision of skilled therapeutic counseling to an assigned client caseload; assessment of basic client needs (nutritional, environmental, financial, medical, protective service, etc.) through continuing personal observation during home visits and intervention; evaluation of social work interns.]

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General experience on the basis of fifteen credit hours equaling six months of employment to a maximum of four years for a Bachelor's degree. (2) A Master's degree in counseling or psychology may be substituted for one additional year of the General Experience for a total of five years. (3) A Master's degree in social work or child welfare may be substituted for two additional years of the General Experience for a total of six years. (4) For state employees, two years of experience as a Social Worker-Social and Human Services with responsibility for a caseload focused on children and youth may be substituted for the entire General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge and understanding of case work principles, methods and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of departmental programs, policies and procedures; knowledge of legal basis for departmental programs and requirements; knowledge of community resources and services they provide; knowledge of group process including group leadership skills; considerable oral and written communication skills; interpersonal skills; ability to understand and explain complex written materials.

**THE EXAMINATION WILL BE COMPOSED OF:**

**PART**  
**EXPERIENCE AND TRAINING**

**WEIGHT**  
**100%**

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **FEBRUARY 5, 2013 for the MARCH 25, 2013 grading date; and by AUGUST 25, 2013 for the SEPTEMBER 25, 2013 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**NOTE:** All current exam lists have expired. Applicants on previous lists **must reapply** to be eligible to be considered for Children Services Consultant positions in the future.

(revised January 18, 2013)

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.